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LOGISTICS

P&PDI 45-3
20 February 1980

DESIGNATION OF PERSONNEL RESPONSIBLE
FOR CONTROL OF PROPERTY WITHIN THE
PRINTING & PHOTOGRAPHY DIVISION, OL

1. In order to facilitate control of nonexpendable property within the Printing & Photography Division, the following personnel are designated as Responsible Officers for the property to their subaccount number:

| <u>Responsible Officer</u> | <u>Unit</u> | <u>Subaccount No.</u> |
|----------------------------|------------------------------|-----------------------|
| STAT | Office of Production Manager | 11 |
| | Systems Staff | 12 |
| | P&PD Owned Copying Machines | 13 |
| | Administrative Office | 14 |
| | Offset Photography Branch | 40 |
| | Photography Branch | 50 |
| | Maintenance Shop | 61 |
| | Supply Section | 62 |
| | Press Branch | 70 |
| | Composing Branch | 80 |
| | Bindery Branch | 90 |
| | Graphics & Visual Aids Staff | 100 |

2. The Supply & Services Staff will provide Responsible Officers with lists of equipment for which they are responsible. Stock Numbers which have been assigned will be indicated on the lists. Prior to release of a Responsible Officer, a new designee must conduct an inventory and sign the property lists, thereby assuming responsibility.

3. Upon receipt of the lists, the primary person concerned will:

a. Review, check and sign the lists, thereby assuming responsibility.

b. Mark each piece of equipment with the indicated Stock Number.

c. Reconcile property received with the lists of equipment maintained by the Supply & Services Staff.

d. Keep the lists accurate and current. Once each year these lists will be reconciled with the master list maintained by the Chief, Supply & Services Staff.

4. The above procedure is in accordance with current Agency directives. It should assist in making the using component more continually aware of the property under its control, eliminate errors of count and nomenclature, eliminate the straying of property, and assure compliance with property turn-in or transfer of property procedures. It will also facilitate the taking of inventories.



Chief,
Printing & Photography Division

STAT

Distribution:

P&P - G

2 - OL/Registry